

MEMORANDUM FOR: Chief, Information Systems Analysis Staff, DD/A

SUBJECT : Comparative Report of Paper Usage and Costs - FY 1975
Versus FY 1974

1. Attachment 1 is a statistical report which compares FY 1975 to FY 1974 usage of major items of paper products by the Agency. Central Depot issues of paper products and direct purchases by Logistics Services Division (LSD) from the General Services Administration (GSA) are combined in a single report. For the purpose of this report, LSD's direct purchases from GSA are considered to be issued (to Agency customers through the building supply rooms) during the period in which the items were purchased. This approach is most practical for the purpose of this report since most direct purchases are fast-moving items which must be replenished on a fairly regular basis. In this report, three sets of data are compared:

a. Second quarter FY 1975 issues to FY 1974 quarterly issues (45.7 percent reduction in sheets and 57.7 percent reduction in feet of paper issued during the second quarter of FY 1975).

b. Issues during the first half of FY 1975 to FY 1974 half-year issues (25.9 percent reduction in sheets and 42.6 percent reduction of feet of paper during the first half of FY 1975).

c. Paper costs during the first half of FY 1975 to FY 1974 half-year costs (9.5 percent reduction during the first half of FY 1975).

2. The second quarter of this fiscal year has brought about a phenomenal decrease in the issuance of paper products, but we do not believe this marked decline can be fully evaluated at this time. We are certain the reduction which occurred in so many varied paper productions cannot be attributed solely to any concerted and deliberate Agency reduction effort or to individual voluntary efforts to conserve paper. Rather, we believe there are two more plausible explanations for the suddenness and magnitude of the drastic reduction--individual offices may have been hoarding paper and are now depleting their stocks in light of the recent increases in the availability of paper (as evidenced by attachment 2 - GSA paper sale), and some offices may have 4-month requisitioning cycles, in which case a quarter could conceivably pass without large demands for paper. Simply stated, it is premature to boast too much about the results of our paper-saving efforts. Rather, we feel we should accept these results for the time being in the belief that, unless the Agency has vastly reduced its day-to-day activity, paper issuances will increase somewhat during the third quarter of FY 1975. At the end of that quarter, we believe analysis of paper issuances will provide a more valid evaluation of real paper savings.

SUBJECT: Comparative Report of Paper Usage and Costs - FY 1975
Versus FY 1974

3. In the meantime, we wish to note instances in which paper issuances have risen during the second quarter of FY 1975, the first half of FY 1975, or both:

	Percentages Second Quarter FY 1975	Percentages First Half FY 1975
Bond paper	Down 7.0	Up 4.2
Graph paper	Up 900.0	Up 450.0
Newsprint pads	Up 86.0	Down 7.0
Charge-out cards	Down 9.9	Up 138.1
File folders	Down 2.8	Up 12.8
Machine-tabulating paper:		
Cartons	Down 16.9	Down 8.0
Sheets	Down 6.5	Up 1.6
Paper shipping sacks	Up 16.2	Down 9.6

a. The drastic rise in the graph paper figure is attributed to a direct-purchase replenishment action by LSD for daily issuance from Agency supply rooms. As stated in paragraph 1 above, such an item is considered issued when placed in the building supply system.

b. Other items which show declining issues for the second quarter but increasing issues for the first half of FY 1975 may have cyclical uses, i.e., charge-out cards and file folders would probably be in increased demand during the first quarter of a fiscal year as offices set up new files.

c. In the case of machine-tabulating paper (and a few other items), different percentages are noted when computing issuances in sheets versus the cartons by which the item is issued to customers. This may indicate that, although fewer bulk products were requisitioned, those which were issued contained more interleaf copies.

4. Although paper costs based on issues have decreased 9.5 percent during the first half of FY 1975, much less paper has been issued, indicating that paper prices are still extremely high.

5. We note that approximately 15 copying machines have been turned in, some to be replaced by less costly equipment and some as absolute turn-ins. We trust such actions will result in continuing decreased usage of duplicating paper.

SUBJECT: Comparative Report of Paper Usage and Costs - FY 1975
Versus FY 1974

6. Attachment 3 is a report of the Printing Services Division's marked progress in reducing paper usage. The report shows a 27.2 percent reduction for the second quarter of FY 1975 and a 19.6 percent reduction for the first half of FY 1975.


Director of Logistics

25X1A9a

Atts

Distribution:

- 0 - Adse, w/atts
- 1 - OL Files (Official), w/atts
- 1 - OL/P&PS, w/atts
- 1 - D/L Chrono, w/o atts

OL/P&PS:  :jc/2561 (14 Feb 75)

25X1A9a